



Centre for the Development of
Academic Skills (CeDAS)

INTERNATIONAL EXCHANGE HANDBOOK

2022-23



Contents	Page
1. Welcome	3
2. Overview	3
3. Credit transfer arrangements	5
4. Partner institutions	
Australia	10
Canada	11
China and Hong Kong	12
Japan	13
Korea	13
Mexico	14
New Zealand	14
The United States of America	14
5. The application process	17
6. Financial matters	20
7. Studying at your host institution	22
8. Returning to Royal Holloway	22
Appendix 1 Tier 4/Student Route visas	23

The information given in this handbook is correct at the time of going to print. Royal Holloway, University of London reserves the right to alter or withdraw any of the information provided. The text of this handbook can be made available in alternative formats. Please contact CeDAS for details:

CeDAS
Royal Holloway, University of London
Egham
Surrey
TW20 0EX
Tel: 01784 276369

November 2021

Welcome to the International Exchange handbook, your guide to the potentially life-changing opportunity to experience a summer school a semester or a full year in one of our many partner institutions around the world.

The College places an emphasis on providing students with the widest range of opportunities to enrich their educational experience and to broaden their academic, social, cultural and personal horizons. The International Exchange programme is the chance to do just that. More specifically, it is your chance to immerse yourself in a foreign culture and to have experiences unattainable in your own country. Students who have studied abroad routinely report that it was a truly memorable, indeed life-changing experience which will expand their options beyond those offered in the UK. Not only will you be able to travel to new places, but you may be able to learn another language, all of which will help to enhance your future employment prospects.

1 Overview

The International Exchange Programme provides a wonderful opportunity for Royal Holloway students to experience a summer school or a full year abroad and to study at one of our many partner institutions worldwide. The purpose of this handbook is to give you an overview of the programme and to provide you with details of the options available to you. Please note that this handbook is not comprehensive, and that further information can be found online at: <https://www.royalholloway.ac.uk/internationalexchange/>

- *Benefits*

There are numerous benefits to be gained from participating in this programme, not least in terms of your future employment prospects. You will certainly stand out from the crowd by adding an international dimension to your Royal Holloway degree. Moreover, by studying abroad you will have the opportunity to enhance your academic and inter-cultural skills and these will stand you in good stead for the rest of your life.

- *I am an undergraduate. What are my options for studying abroad?*

<https://www.royalholloway.ac.uk/studying-here/studying-abroad/royal-holloway-students-studying-abroad/what-are-my-options/>

Summer schools

Royal Holloway's exchange agreements with the following universities include a summer school:

Korea University, Seoul, South Korea
Universidad de Las Americas Puebla (UDLAP), Mexico
Shanghai International Studies University (SISU) Shanghai, China

This means that students can apply to spend a summer abroad and do not pay tuition fees to the partner universities for their programme of study.

2nd year abroad

Students from all departments except the ones below can apply to spend their second year abroad.

Classics
Drama and Theatre Studies
English
Geography
History
Law
Mathematics
Media Arts (with the exception of students on the BA Film and Television Studies)
Music
Physics
Psychology

NB Due to the availability of courses in English, you are not able spend your 2nd year abroad in China, Japan or Korea.

3rd year abroad - the with an International Year 'pathway

Students from the following departments can apply to spend a year abroad between their second and final year on the '...with an International Year' pathway

Classics
Drama
English
Geography
History
Liberal Arts*
Politics, International relations and Philosophy

Student taking this option will be assessed on the marks obtained at the partner university. These will be converted and transferred to their RHUL record. For details of how this process is carried out, please go to pp 5-9. * Liberal Arts students take the year as a compulsory part of their degree.

3rd year abroad – the '... with a Placement Year' pathway.

All second year students can apply to study abroad for either a semester or a full year as part of options available through the Placement Year. If a student wants to study abroad for a semester then they are also able to either work or volunteer during the rest of the year. Studying abroad for the full year is also possible under the Placement Year scheme. Under this scheme, students will be assessed by means of written work set by Royal Holloway which will aim to give students the opportunity to reflect on the skills they will have developed during their time abroad. This process of reflection is designed to help students prepare for the process of finding employment.

Please note, if you want to study abroad as part of the Placement Year, you must register your interest by enrolling on [this Moodle page](#)

With both the Placement Year and International Year pathways, students who successfully obtain a place at a partner university will transfer onto a 4 year degree. This means that students will graduate with the words 'with an International Year ' or 'with a Placement Year' in their degree title.

- *Postgraduate students*

<https://www.royalholloway.ac.uk/studying-here/studying-abroad/royal-holloway-students-studying-abroad/what-are-my-options/>

Eligibility

Postgraduate research students may apply to spend time at one of Royal Holloway's partner universities if they and their supervisor(s) have identified a suitable programme of study or research that will positively contribute to their work. All students need the written approval of both the Head of Department and their supervisors.

Period of registration

Time spent at such a partner institution forms an integral part of a student's period of MPhil/PhD registration and must not compromise the student's ability to submit their thesis within the timeframe set out for MPhil and PhD submission. Additionally, research students are not permitted to interrupt their studies to spend a period of time studying abroad.

Supervisory arrangements

Before a student leaves on a period of study abroad an annual review must be conducted and either an annual review or a supervisory meeting must be held immediately on the student's return depending on the length of the period of study abroad. During the period of residence abroad, the student remains

registered with the College; therefore supervisory responsibility for the student remains with the student's supervisor(s) here.

Finances

MPhil or PhD students pay full tuition fees to Royal Holloway during a period of time studying abroad.

Please note that not all Royal Holloway's partner institutions accept postgraduate students; therefore, check before applying.

2 Credit transfer arrangements on undergraduate exchanges 2021/22

NB The guidelines below are the current ones and will be updated in time for the 2022/23 academic year

CREDIT TRANSFER ARRANGEMENTS FOR UNDERGRADUATE STUDENT EXCHANGES 2021-22

1. Scope of these guidelines

These guidelines apply to undergraduate students who undertake an approved period of study abroad as an integral part of their academic course at Royal Holloway. They describe how the College uses the credits and marks gained abroad to assess academic progress and determine degree awards. For further reference please see the sections on progression, classification, extramural study and credit transfer of the **Undergraduate Regulations**

2. Before departure

Study Plan

- 1.1 Students must complete a Study Plan, which records the modules to be taken abroad and their credit values and have this approved in writing by his/her academic department before departure. This ensures that students register for sufficient credits and meet the academic requirements of their course. In cases where second semester module options are not publicised before the student departs, students must obtain written approval of their second semester Study Plan before registration for these modules. In some cases approval can only be granted once students have arrived at the host university and chosen their modules, for example students from Languages, Literatures and Cultures (LLC) visiting German speaking countries.
- 1.2 It is students' responsibility to research available modules at the host university and any rules or expectations which the host university has concerning combinations of modules. Departments should not approve a Study Plan unless it has sufficient, authoritative information on which to base its decision. It is unlikely that there will be an exact match between modules at Royal Holloway and the host university; therefore an appropriate compromise may need to be found. Particular care is needed to verify that the student will be able to follow all the modules in the proposed order given his/her point of arrival in the host university's academic calendar.

Compulsory Year Abroad

- 2.3 All courses with a compulsory period of residence abroad (e.g. single and joint honours modern foreign languages and Liberal Arts courses with a period of residence abroad) and courses 'with an international year', will have requirements set out in the relevant course specification and student handbooks. Students on these courses should check the requirements and ensure that they register for modules that are equivalent to the required ECTS (European Credit Transfer and Accumulation System) or UK credits.

Optional exchange

- 2.4 **Students taking an optional exchange (e.g. stage 2 integral year abroad, or stage 3 of an integrated Master's course) must have an approved Study Plan equivalent to the stage of their**

degree course they would have studied at Royal Holloway had they not chosen to go on an exchange. The Study Plan needs to be considered in reference to:

- a. the structure of the academic course at Royal Holloway, so that the modules are appropriate and sufficient in terms of the credit weighting, academic level and topics covered;
 - b. the regulations on academic progression, so that on successful completion of the exchange the student can proceed with his/her studies at Royal Holloway.
- 2.5 It is important to indicate on the Study Plan if any individual modules must be taken in order to meet core requirements on the course at Royal Holloway, or must be passed in order for the student to progress or to qualify for a particular award. Any implications in terms of pre-requisites for modules in the following year should also be discussed.
- 2.6 Students on an optional exchange are responsible for ensuring that they register for the equivalent of 120 UK credits, which may consist of module units worth 30 UK credits and/ or 15 UK credits . The system at the host university will be different, but as a general rule, 30 UK credits is equivalent to 15 ECTS credits, 12 Australian credits, or 7.5 US or Canadian credits. Students need to be aware that modules at other institutions may not necessarily all carry the same credit weighting/ value and it is their responsibility to ensure that they register for the equivalent of 120 UK credits in total.

Support for disabilities and specific learning difficulties

- 2.7 Students should bear in mind that equivalent support to that available at the College for disabilities and/ or specific learning difficulties may not be available at institutions abroad. Compensation for lack of support or different support cannot be made when credits gained abroad are converted into RHUL equivalents. It is the student's responsibility to research support available at the host institution and to discuss any concerns with their department and/ or the College's Disability and Dyslexia Services prior to going abroad.

3. During the year abroad

- 3.1 Students must follow the approved modules during the exchange to ensure that on their return to Royal Holloway they can progress in their studies and there is no adverse effect on their final award. However, it is understood that occasional difficulties or changes may arise at the host university which are outside the student's control and which prevent the Study Plan being followed. If these situations arise, it is essential that students contact their academic department and CeDAS via studyabroadstudents@royalholloway.ac.uk without delay. LLC students should contact the relevant Period of Residence Abroad (PRA) tutor.
- 3.2 Amendments must be approved in writing by the department before students commit to changes. There is no guarantee that the department will approve changes retrospectively or changes resulting from difficulties which the student could reasonably have avoided.
- 3.3 Students should avoid registering for modules which are assessed on a Pass/Fail only basis as they will not receive credit for such modules unless this is a syllabus requirement of the host university and they have prior approval from their Study Abroad Advisor at the College or from their PRA tutor.
- 3.4 [Whether all anticipated modules can be taken or changes have to be made, a formal Learning Agreement needs to be signed off within 30 days of the placement starting by both the student and the relevant departmental advisor. This is in order to have a clear, agreed record of the modules that a student is permitted to take.

4. Before returning

- 4.1 LLC students returning from a compulsory period of residence abroad are assessed using the scheme set out in the course specification. Students returning from an optional exchange are subject to the normal requirements for academic progression set out in the **Undergraduate Regulations** Students should also be aware of the implications of an integral year on the number of credits that can be condoned over the first and second stages of study and also the implication of failure of a compulsory period of study abroad on degree title, as set out set out in the **Undergraduate Regulations** and in the course specification.

Transcripts

- 4.2 It is the student's responsibility to provide the College with an official transcript of marks issued by the relevant central administrative section of the host university as soon as possible, and no later than 1 September, so that the College can determine eligibility to progress and enrolment for the next year of study or in the case of LLC to award final outcomes for the 13th and 14th units. Note that many universities withhold transcripts from students who have outstanding debts.
- 4.3 If by the beginning of the next academic session the student has been unable to obtain an official transcript through no fault of his/her own, or the marks are currently the subject of an appeal (see below), the College may consider allowing the student to re-enrol on a provisional basis. Otherwise the student may be prevented from re-enrolling with the College until the matter is resolved.

5. Credit transfer

- 5.1 Decisions on credit transfer and the conversion of marks are made by the Chair of the Department Assessment Board, or an appropriate nominee, in the student's academic department at Royal Holloway.

Compulsory Year Abroad - Modern foreign language courses

- 5.2 LLC students returning from a compulsory Year Abroad studying at an overseas university are awarded credit using the scheme set out in the course specification. The Year Abroad will contribute an additional 60 credits to stage two of the degree: 30 credits based on reflective exercises written in the source language and 30 credits on an oral examination testing linguistic skills and intercultural awareness.

Compulsory Year Abroad - Courses 'with an international year'

- 5.3 Students registered on a course 'with an international year' will have their marks converted into the Royal Holloway equivalent and counted as an additional 30 credits ('13th unit') forming 20% of the overall stage mark in the stage following the year abroad. For BA/BSc students this will be the final stage. For MSci students it will be either stage three or four depending on when the year abroad is taken. The remaining 80% is calculated using the marks for the 120 credits taken at Royal Holloway in the relevant stage, which comprises 150 credits in total.
- 5.4 The mark for the 13th unit is calculated by averaging the converted marks for all modules up to the full credit requirement of 120 credits using the approved grade conversion grids. In cases where students fail to take the equivalent of 120 credits the initial average mark will be scaled downwards by the percentage ratio of the missing credits. For example, if a full load is 6 modules (120 credits) but a student only takes five (100 credits, i.e. missing 20%) and receives an average mark of M, the final average mark = $M \times 0.8$.

Optional exchanges (year abroad as replacement for a year at RHUL)

- 5.5 Students returning from an optional exchange are awarded credit on the basis of the proportion of a full academic year's work at the appropriate academic level which has been passed at the host university.
- 5.6 Students cannot be given credit for any modules which are failed, not completed or assessed on a Pass/Fail basis unless the latter is a syllabus requirement and prior approval has been obtained. Students will not receive credit for modules not listed in the Study Plan unless the department agrees to this retrospectively. Students should be aware that modules at other institutions may not all carry the same credits value and must check that they register for sufficient credits. A mark of zero will be given for any outstanding credits.

Optional Placement Year

- 5.7 Students registered on a course "with a Placement Year" will be required to take and pass for degree title an additional 30 credit module (13th unit) forming 20% of the overall stage mark in the stage following the Placement Year.

Award classification

- 5.8 The credits and marks awarded by the College will be recorded either as marks in individual modules , or as an average across a number of modules . If an average is used, this will be a weighted average which takes account of both the credit rating and the converted percentage mark in each module. The module marks or average are used to determine the final award classification in accordance with the College's **Undergraduate Regulations**

6. Conversion of marks

- 6.1 As universities in different countries often use different marking scales, it is necessary to convert marks gained abroad into their Royal Holloway equivalent. For example, the pass mark at another institution may be 50% (at Royal Holloway it is 40% for undergraduate study); and 'excellent' or 'first-class' work may be given a mark of 80+% (at Royal Holloway it would be 70+%). Marks are converted to give an appropriate and fair representation of what the same work might have received had it been marked at Royal Holloway. This means that the marks may be scaled upwards or downwards.
- 6.2 The College has approved mark conversion schemes for each of the host universities with which it has an exchange agreement, which are used to convert marks achieved during a year abroad. Students are provided with a copy of the appropriate scheme and can use it to compare their academic performance abroad with their previous performance at Royal Holloway. However, the final decision on credit transfer and conversion of marks lies with the examination board.
- 6.3 The mark conversion schemes shows the average Royal Holloway mark and a discretionary range within which the examination board may move the mark up or down. For example, if a mark of 55% translates into an average Royal Holloway mark of 48% with a discretionary range of +/- 2%, the final Royal Holloway mark would be in the range 46–50% inclusive. The purpose of the discretionary range is to allow the examination board to ensure that the overall conversion of marks is appropriate and that students are not unduly advantaged or disadvantaged when the marks are used later on to determine their award classification.
- 6.3 MSci students who go abroad for an optional exchange in stage three must return to the College for completion of their final year in order to qualify for a Royal Holloway award (MSci). A student who fails to return after completing stage three abroad will not be considered for the award of a Royal Holloway BSc but will need to approach the host institution abroad to establish if their College credits can be recognised and an award made by that institution.

7. Confirmation of credit transfer and appeals

- 7.1 Students will be issued with written confirmation of the credits and marks awarded by the College for their studies abroad. For students abroad for a full academic year this will include a statement on whether the criteria for progression to the next stage of the course have been met. For LLC the marks for the two ML2999 reports (which constitute the 13th unit) are available to students 3 weeks after the January and June deadlines for submission.

The marks for the September oral (which constitutes the 14th unit) are only made available once the YA Department Assessment Board has met in October to ratify all marks. Students are then informed electronically of their mark.

- 7.2 Students who are unhappy with the marks which they have received from the host university must take the matter up with the host university directly, before their marks are converted into College equivalents, and must inform the College that are doing so. Students cannot appeal to Royal Holloway concerning marks awarded by the host institution. Students in this position must inform themselves about the host university's procedures and deadlines for appealing against module results. If marks are changed by the host university following an appeal, students are responsible for obtaining a revised official transcript so that the College can review its decision on the credit transfer and the conversion of marks as soon as possible.

- 7.3 If, however, a student feels that an error has been made in the conversion or award of credits or marks at Royal Holloway, s/he has the right to appeal to Royal Holloway. In the first instance it is best to query the credits or marks informally with the academic department. However, if the student is dissatisfied with the department's explanation and feels there are grounds for appeal, s/he may decide to submit a formal appeal. Full details of the appeal process, the grounds for appeal and the process of submitting an appeal are published on the **Appeals** website. The student may also contact the Students' Union, the Student Services Centre or Student Administration for further information. The appeal must be submitted within 15 working days of the date on which the student was formally notified of the outcome of the credit transfer.

*Academic Quality and Policy Office
August 2021*

3 Partner institutions

The following section contains brief information about the partner institutions. This is intended as a general guide and you will need to do further research on each institution making use of the websites given. This information is correct at the time of printing; however, please note that all agreements are subject to change and/or termination.

Please be aware that Boston College and the Universities of California and Toronto tend to be the most popular partner universities. There are normally 1 or 2 places available at each university. However, there are 6 places available at the University of California and, from year to year, there may be more places available at particular partners.

There is a specific entrance requirement for each university which a student must achieve before a place at an overseas institution can be confirmed.

Australia

- Flinders University – Adelaide www.flinders.edu.au

Flinders is everything a modern university should be – progressive and dynamic yet still friendly and accessible. The university offers a vibrant and stimulating environment in which to work or study and have a long-held reputation as the ‘students’ university’. Flinders offers more than 160 undergraduate and postgraduate courses, as well as higher degree research supervision across all disciplines. Many courses use new information and communication technologies to supplement face-to-face teaching and provide flexible options.

Open to undergraduates only.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

- University of Melbourne www.unimelb.edu.au

The agreement covers only the Faculty of Arts, the Faculty of the Victorian College of Arts and the Melbourne Conservatorium of Music.

Established in 1853, the University of Melbourne is based in Parkville, an inner suburb of Melbourne, Victoria, and has several associated rural and regional campuses in the State of Victoria. Melbourne enjoys a pleasant Mediterranean climate and offers magnificent coastlines and attractive beaches.

Open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

- University of Sydney www.usyd.edu.au

Established in 1850, the central campus is situated in the heart of multicultural Sydney, the nation’s commercial capital and host city for the 2000 Olympic Games. The mix of heritage and modern buildings, the proximity to a vibrant city life, and Sydney’s spectacular harbour, provides a unique learning and social environment. With over 39,000 students, the University of Sydney offers you the opportunity to choose from the most diverse range of courses provided by an Australian University. There is a vibrant campus life at this culturally diverse university, many venues for socialising, numerous clubs and societies and world-class sporting facilities.

Open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

- University of Western Australia – Perth www.uwa.edu.au

Established in 1911, The University of Western Australia (UWA) has a thriving 6-hectare riverside campus, 6km from the centre of Perth. With its distinctive Mediterranean architecture, extensive gardens (registered as part of Australia's National Estate), art gallery, museums' theatres and sporting facilities, UWA offers its student population of around 14,500 students an exceptional learning environment. Perth sits on the coast of the Indian Ocean and provides the perfect environment for a relaxed and healthy lifestyle, whilst maintaining its status as a sophisticated modern city.

Open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, students must have achieved overall marks of 60% or above in their end of year examinations with no mark for any individual course falling below 40% in order to be eligible for admission. To complete a second semester at UWA, a student must be in good standing upon completion of their first semester.

Canada

- University of Alberta – Edmonton www.ualberta.ca

The University of Alberta is a large campus university located in Edmonton, the capital and largest city of the province of Alberta. The main campus borders the wooded southern bank of the Saskatchewan River, about two miles from the city centre. Edmonton itself is modern and has a very wide range of sports, leisure and arts facilities (apparently including more theatre companies than New York City). The city is served by a train system with a station on campus. Edmonton has a continental climate with particularly cold winters. The university has approximately 35,000 students, 5,800 of them in graduate studies, while about 3,000 are international students from 121 countries. Exchange programmes are coordinated in a large International Centre which boasts its own mall with shops and cafes. Academic, residential, sporting and social facilities on campus are all very impressive. The University of Alberta is well- placed in league tables of Canadian universities.

Open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission

- Concordia University www.concordia.ca

Situated in Montreal, Concordia University is a large, urban, English-language institution with academic roots going back over 150 years. Dedicated to strong academic achievement, it offers students a chance to study in an exceptional environment in one of the world's most multi- cultural cities. Concordia is a diverse community; it has approximately 44,000 students registered of whom about 10% are international.

Open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, students must have completed at least one year's of academic study at Royal Holloway and achieved overall marks of at least 50%.

- University of Ottawa www.uottawa.ca

Ottawa University (OU), founded in 1865, is a not-for-profit educational institution affiliated with the American Baptist Churches USA. In addition to the residential college in Ottawa, Kansas, OU has campuses in Overland Park, Kansas; Phoenix, Tempe, and Mesa, Arizona; Milwaukee, Wisconsin; Jeffersonville,

Indiana; along with international instruction sites in Hong Kong, Singapore, and Malaysia.

Open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50%.

- University of Toronto www.utoronto.ca

Toronto is one of Canada's best universities and is situated in the centre of the city, the largest and most cosmopolitan in Canada. Founded in 1827, Toronto offers programmes in the Arts, Social Sciences and Sciences. It is one of the largest universities in North America and has an international reputation for excellence.

Open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

China & Hong Kong

Please note: undergraduate students who wish to go to China on an exchange need to join the '.... with a Placement Year' pathway. Courses taken as part of the Summer Programme cannot be taken for credit.

- Shanghai International Studies University (SISU) <http://en.shisu.edu.cn>

Founded in 1949, Shanghai International Studies University is a forward-looking academic institution in China with approximately 10,000 students on 2 campuses in the exciting and rapidly developing city of Shanghai. RHUL students have the opportunity to either go to China for a year or to attend the SISU Summer Programme for a period of six weeks

<http://www.oisa.shisu.edu.cn/index.php/En/Index/lxxm/cid/137.html>

Students from Royal Holloway can only apply to the College of International Cultural Exchange or the Summer Programme. The exchange is open to undergraduate students only.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

- University of Hong Kong www.hku.hk

The University of Hong Kong is the oldest institution of tertiary education in Hong Kong, with its original foundation dating back to 1910. Today some 11,700 undergraduates and 2,300 postgraduates study for degrees in arts and architecture, education, business and economics, engineering, law, medicine, natural sciences and social sciences. Much of the curriculum material is approached through the development of problem-based learning skills. Classes are mainly taught in the medium of English, and courses in Mandarin and Cantonese are available to overseas students. The campus is located at Pokfulam on Hong Kong island, a short ride from attractions of Central, Causeway Bay and Kowloon.

Open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

Japan

(Read the information on obtaining a [Japanese student visa](#))

Please note: undergraduate students who wish to go to Japan on an exchange need to join the '.... with a Placement Year' pathway.

- Keio University – Tokyo www.keio.ac.jp

Keio University is located in Tokyo. Founded in 1858, it is the oldest institution of higher education in Japan. Keio continues to emphasise the founding principles of independence, self-respect and academic excellence. The departments include: Chemistry, Economics, English, French Studies, German Studies, Japanese Literature, Mathematics, Physics and Psychology. For information about studying at Keio <http://www.ic.keio.ac.jp/en/study/exchange/courses.html>

Entrance requirements: Before beginning the exchange, students must have completed at least one year's academic study at Royal Holloway and achieved overall marks of at least 50%

Open to undergraduate and postgraduate applicants.

- Waseda University – Tokyo www.waseda.ac.jp

Waseda University in Tokyo was founded in 1882 and is one of the most prestigious universities in Japan. Its mission statement includes the purposes of independent learning, the practical application of knowledge, and the promotion of good citizenship. For information about studying at Waseda http://www.waseda.jp/cie/exchange/sils/01_overview.html

Open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

- Ritsumeikan University – Kyoto www.ritsumei.ac.jp/eng

Ritsumeikan was founded in 1869 as a private academy and gained university status in 1922. It is home to approximately 35,000 students, nearly 500 hundred of them are international students. The University has a 1200 year old city rich in culture and art providing a suitably tranquil setting for research and learning. For study in Kyoto Program courses visit: www.ritsumei.ac.jp/eng/international_programs/skp/curriculum.shtml

Open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

Korea

- Korea University <https://www.korea.edu/>

Please note: undergraduate students who wish to go to Korea on an exchange need to join the '.... with a Placement Year' pathway. Courses taken as part of the International Summer Campus cannot be taken for credit.

Korea University was founded in 1905 and has a student body of some 35,000 students. It is one of the oldest, largest and best universities in Korea and has one of the most beautiful campuses in the country. Korea University teaches a comprehensive range of subjects and has 81 departments divided into 19 colleges and divisions. It also has 18 graduate schools. As part of our exchange agreement with Korea, RHUL students have the opportunity to either go to Korea for a year or to attend the International Summer Campus for a period of six weeks. As an RHUL student on the International Summer Campus, shared accommodation will be provided free of charge. For more information on the summer campus please see:

<https://isc.korea.ac.kr:5002/all/src/main/main.php>

Subject Availability: <http://ie.korea.ac.kr/v4/src/main/main.php>

Entrance requirements: Before beginning the exchange or the International Summer Campus, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission

Mexico

- Universidad de las Americas Puebla (UDLAP) <http://www.udlap.mx>

As a diverse, multicultural institution, UDLAP offers students a plethora of experiences. The UDLAP campus is a rich environment in which students experience a variety of perspectives and ideas. Additionally, students will have access to state-of-the-art facilities, allowing them to participate in the artistic, cultural and athletic activities. The campus is set in the beautiful region of Puebla and the stunning Popocatepetl volcano is nearby. Student wishing to go to UDLAP for a semester need to be fluent in Spanish. However, Royal Holloway students can also choose to go to the UDLAP Summer School in order to learn Spanish, which is now spoken by nearly 500 million people worldwide, and to study courses taught in English. Students from the department of LLC who must participate in a compulsory Year Abroad or PhD students can apply to go to UDLAP for a single semester. Students from other departments or undergraduate degrees within the department of LLC can apply to participate in the Summer School.

Open to undergraduate and postgraduate applicants. For more see: <https://www.udlap.mx/studyabroad/>

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission

New Zealand

- Victoria University of Wellington www.victoria.ac.nz

Victoria College was founded through an Act of Parliament in 1897, the year of Queen Victoria's Diamond Jubilee celebrations, and named in her honour. It is particularly well known for its programmes in law, the humanities, and some scientific disciplines, but offers a broad range of other courses as well. Entry to most courses is open. Victoria has 20,380 students (including some 3,400 international students), of whom 14,000 are undergraduates. It has around 1,900 full-time equivalent staff.

Open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission

The United States of America

(Read the information on the costs of obtaining a [US student visa](#))

- Arizona State University www.asu.edu

Arizona State University (ASU) is an internationally recognized metropolitan research university serving 61,033 students at three campuses in the Phoenix area. In addition to ASU's historic Tempe campus, there are two newer campuses with more specialized missions: ASU's West campus, with a liberal arts focus, in northwest Phoenix adjacent to Glendale, and ASU's Polytechnic campus in Mesa.

Open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission

- Boston College www.bc.edu

Founded in 1863, Boston College is one of the oldest Jesuit, Catholic universities in the United States. Committed to academic excellence, (ranked 38th among the top US national universities), Boston College provides a vibrant and stimulating learning environment in the safety of a suburban setting. With a student body of just over 13,000, drawn from every state in the US and over 85 different countries, Boston provides a truly diverse cultural mix within a friendly community. The main 115-acre campus is located just six miles from the centre of Boston and has direct transportation links.

Open to undergraduate and postgraduate applicants. NB Courses in the Carroll School of Management are restricted and so availability of these courses to Management exchange students is limited.

NB If you are a first year and wish to go to Boston College in your second year, be aware that you will not be able to apply for on-campus accommodation until your place there is confirmed. This can only happen when your RHUL results are confirmed in the summer.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

- University of California <http://uc.eap.ucop.edu/>

The University of California system covers 10 campuses from UCLA and Berkeley to the less well known Merced and Riverside. The system has 233,000 students and 190,000 faculty and staff. As well as word class teaching facilities, the University of California also offers art galleries, museums, concert halls, botanical gardens and marine centres to its staff, students and the residents of California.

Please note that if you wish to apply for the University of California, you cannot choose a particular campus. If you are successful and are nominated, you will apply to the system and it is the University itself which will determine which of the campuses you attend based on your academic subjects and background.

All subjects offered at Royal Holloway are taught within the University of California system. However, there are some subjects which are restricted i.e. there may be little or no availability in these subjects for exchange students. Please go to <https://reciprocity.uceap.universityofcalifornia.edu/plan-your-studies/uc-courses/major-preparation> for more information. This exchange is not open to Management students due to the pre-requisite of university level Calculus in order to study Management courses there, or to students wanting to study Law. In order to take courses in Film Studies, you must already be studying Media Arts at Royal Holloway.

Please see <http://eap.ucop.edu/Documents/ReciprocalExchanges/Prerequisites.pdf> for further details on pre-requisites.

Open to undergraduate and postgraduate applicants.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

- University of Florida www.ufl.edu

The University of Florida is a public land-grant research university located in Gainesville, Florida. The school, which officially became the University of Florida in 1905, traces its institutional roots to 1853. It is the fourth-largest university in the United States, with 49,693 students (34,612 undergraduates and 15,081 postgraduates). Florida ranked second among all institutions in the number of National Merit Scholar students enrolled, behind Harvard. It is also the place where Gatorade was created.

Open to undergraduate and postgraduate applicants

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual

course falling below 40%, in order to be eligible for admission.

- George Washington University (GWU) <http://www.gwu.edu>

The George Washington University was created in 1821 through an Act of Congress, fulfilling George Washington's vision of an institution in the nation's capital dedicated to educating and preparing future leaders. GWU is the largest institution of higher education in the District of Columbia with more than 20,000 students studying a range of subjects from forensic science and creative writing to international affairs and computer engineering, as well as medicine, public health, the law and public policy. GWU has campuses in both Washington D.C. and outside the city in Ashburn, Virginia.

Open to undergraduate applicants only.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

- Mount Holyoke College – Massachusetts www.mtholyoke.edu

Mount Holyoke is a private, non-denominational college for women located in South Hadley, Massachusetts. Founded in 1837 by revolutionary educator Mary Lyon, Mount Holyoke was the first of the Seven Sister colleges, the women's counterpart to the formerly all-male Ivy League schools. Situated on a beautiful 800-acre campus in the scenic Connecticut River Valley, Mount Holyoke College is in the heart of New England. The attractions of western Massachusetts range from beautiful scenery (the foliage season peaks in mid-October) to a calendar filled with concerts, the films, lectures and art exhibitions.

Open to female undergraduate applicants only but not available to Management students.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

- Washington College – Maryland www.washcoll.edu

Washington College is a private Liberal Arts college located in the rural small town of Chestertown, Maryland on the scenic Chester River on Maryland's eastern shore. It occupies a picturesque 112-acre campus and is just 75 miles from Washington DC. Founded in 1782, under the patronage of George Washington, it is the tenth oldest college in the US. It has a student body of around 1,400 and offers undergraduate programmes in the humanities and the sciences.

Open to undergraduate applicants only.

Entrance requirements: Before beginning the exchange, Royal Holloway students are required to achieve an average course mark of 60% or above in their end of year examinations, with no mark for any individual course falling below 40%, in order to be eligible for admission.

- Yale University <http://www.yale.edu>

Yale University is a large research university with a wide array of programs, departments, schools, centres, museums, and many affiliated organizations. It has grown and evolved for 300-plus years, passing many milestones and forging traditions along the way. The university traces its roots to the 1640s, when colonial clergymen led an effort to establish a local college in the tradition of European liberal education. In 1701 the Connecticut legislature adopted a charter "to erect a Collegiate School." The school officially became Yale College in 1718, when it was renamed in honour of Welsh merchant Elihu Yale, who had donated the proceeds from the sale of nine bales of goods together with 417 books and a portrait of King George I. From these beginnings the university has grown to an institution with over 13,000 students, nearly 5,000 staff and 14 million items in the libraries.

The agreement is open only to PhD students from the departments of History and English.

4 The application process

We appreciate that the application process is complex and time-consuming. In order to meet all the necessary requirements, we recommend that you are aware of your study options and that you meet all the relevant deadlines. We will, of course, also help you as much as possible, but we wish to select the best students who are independent, have initiative and are able to take personal responsibility. We expect students to demonstrate these qualities during the application process.

- *Stage one: gathering information*

Once you have read this handbook, you will need to visit the websites of our partner institutions in order to find out as much as possible about the individual universities.

If you are looking for further information, you will find that students returning from a year overseas as well as staff at CeDAS are an excellent source of information. CeDAS can also put you in touch with returning or incoming students on an individual basis.

Once you have a clearer idea as to where you may like to go, and what courses you would like to follow, you will need to talk to the Study Abroad Advisor in your department and discuss your institutional choices and the courses you are interested in with him/her.

- *Stage two: making an application*

Once you have met your departmental advisor and agreed on the options open to you apply the application form available on the Outgoing International Exchange Students Moodle page

Please make sure you complete all sections of the form and follow the guidance notes.

Please note that in order to be considered for the programme, CeDAS must receive confirmation from your academic department(s) that your participation in this programme has been approved.

You will need to provide copies of the following documents and submit these with your application form:

- two academic references from 2 members of Royal Holloway academic teaching staff (one of whom must be a permanent member of staff in your department(s); you are advised to contact your personal tutor for one of your references). The reference pro-forma can be found at the end of the application form. Since the references are confidential, the pro-forma must be e-mailed to CeDAS by the referee.
- a photocopy of your A-level certificates, or other high-school leaving certificates (if you are a first year student)
- your first year transcript from Royal Holloway (if you are a second year student). An interim transcript is available via <https://intranet.royalholloway.ac.uk/students/study/documents-and-forms/interim-transcript.aspx>

If you are a PhD student, please follow the instructions given on the postgraduate application form for the documents that you need to provide.

- *Stage three: the selection process*

The process is designed to help the selection panel match selected candidates with appropriate institutions overseas and the panel is also looking for those who will make excellent ambassadors for Royal Holloway. All applications will be carefully scrutinised and a shortlist drawn up; short-listed candidates will normally be invited for interview. Given the global pandemic, a decision regarding the organisation and running of interviews will be made at a later date. Please note, only your Royal Holloway e-mail address will be used to correspond with you.

- *Stage four: nomination of candidates*

The selection panel will decide which applications to take forward and who will be nominated to which institutions. You will be notified of the outcome in writing. If you have been selected, you will also be informed of the institution for which you have been nominated. You will be asked to confirm by a given date whether you wish your application to be sent to the nominated host institution. Failure to respond will be taken as an indication of withdrawal from the International Exchange Programme.

Students need to be aware that the selection panel will make specific recommendations to partner institutions and every attempt will be made to place selected students with suitable partners. The acceptance rate of applications with our partner universities is very high but it needs to be made clear that the final choice as to whether to admit an individual student rests with the host institution. Therefore, even if you are nominated for a place at a partner, still continue to make plans as if you were going to stay at Royal Holloway during 2022-23. Our partner universities will endeavour to accommodate students on the courses of their choice but may not always be able to do so and will suggest alternative courses to fit the needs or academic profile of the applicant. It is essential that all course choices are approved by your home department(s). See below for further details.

- *Stage five: admission to host university*

Once you have accepted the offer of a place, you have to apply for admission to the partner institution. As noted above, the final decision as to whether to admit an individual student lies with the host institution.

Details on accessing the application forms for the host universities are available from CeDAS. It is your responsibility to make sure that you have the application completed by the deadline of the host university.

Be aware that the length of time between submitting your application and receiving notification of the outcome from the host university can vary from a few weeks to several months. It is important that you make provisional arrangements in case your application to study abroad is not successful or you do not achieve the entrance requirements as set out in the handbook, and therefore need to continue your studies at Royal Holloway in 2022-23. This is particularly crucial in relation to accommodation and academic course choices, and needs to be given due attention whilst at the same time making arrangements to be abroad.

On acceptance, the host universities will provide you with a formal offer letter which normally includes your course listing. As mentioned previously, this may or may not consist of all the courses you selected and you therefore need to check it carefully.

Please note that you must ensure that your department has a copy of the course selection and get written approval from your department for it. Also ensure that a copy of your final, approved course listing is lodged with CeDAS. Failure to get approval may result in you not receiving full academic credit for your studies completed abroad and putting your final year in jeopardy.

In order to be given the final confirmation to spend the year abroad, you must pass all your end-of-year examinations at Royal Holloway at a level deemed appropriate for the specific exchange programme.

- *Stage six: pre-departure preparations*

Compulsory pre-departure briefings for all exchange students will normally be held during the Spring Term. Items to be covered will include:

- your responsibilities as an exchange student from Royal Holloway
- registration during your year abroad
- finalising accommodation and travel arrangements
- applying for a student visa
- academic expectations
- credit transfer
- code of behaviour
- health & safety guidelines
- support provided by Royal Holloway during the year abroad

Failure to attend a compulsory pre-departure briefing will result in you forfeiting your place on the International Exchange Programme.

- *Dates and deadlines*

Submission of International Exchange Application Form and all supporting documentation including academic references	9am on 13 December 2021
Selection process for International Exchange Programme and students notified of outcome.	Completed by end of January 2022
Student acceptance of institution for which s/he has been nominated	1 week following notification. Failure to reply will be interpreted as a withdrawal from the International Exchange Programme.
Submission of application form and supporting documentation for partner institutions	Institutional deadlines vary. Details of the deadlines will be provided to successful candidates.
Pre-departure briefings for all students	by end of Spring Term 2022
Submission of Year Abroad report	by 1 September 2022

5 Financial matters

- *Tuition Fees*

Undergraduate students on the International Exchange Programme are not required to pay any tuition fees to their host institution. If you spend a year abroad you will be required to pay a proportion or all of your Royal Holloway fees depending on your fee status and when you choose to study abroad.

PhD students do not pay any tuition fees to the partner university but they continue to pay full fees to Royal Holloway.

- *Funding from Student Finance*

In general, funding will continue to students during their year abroad as this forms an integral part of a degree programme. However, this funding may not be at the same level as it would be if you were to remain at Royal Holloway. Some additional funding may be provided to cover some of the added expenses incurred through the year abroad. Once you have accepted a place, please contact Student Finance as soon as possible to discuss your individual circumstances. In addition, you may also find it useful to visit: <https://www.gov.uk/travel-grants-students-england> Finally, be aware that the timing of funding received from Student Finance may not coincide with when you need to pay costs at the partner university e.g. the cost of campus accommodation.

- *Scholarships and bursaries*

If you are in receipt of a scholarship, please check with the administrator of the funding to check what may change, if anything, during a period of study abroad.

The UK Government's Turing Scheme

Royal Holloway successfully applied for Turing Scheme funding to support some students studying abroad in 2021-22. Therefore, should our application for 2022-23 also be successful, it might also be possible for you to receive funding from the UK Government's Turing scheme for your period of study abroad. Please see <https://www.turing-scheme.org.uk/> for further details.

- *Expenses*

Although you are not liable for tuition fees at your host institution, spending a year abroad may be expensive. You will need to make appropriate financial arrangements well in advance and be aware of the effect that a fluctuating exchange rate may have.

Ensure that you have sufficient funds to cover the following:

- **Travel Costs:** At the very least you will need a return flight to the UK (or your home country) and you also need to consider whether you will want to return home over the holidays. Please be aware that costs can vary enormously depending on your destination and the time of year at which you are travelling.
- **Accommodation:** You are responsible for your accommodation costs whilst you are abroad. Generally, the cheapest option is the student accommodation offered by the host institution but you will need to have a clear understanding of what is available as the quality provided may vary. You will also have to apply by certain deadlines. It is not compulsory for you to take university accommodation and you may decide to make your own arrangements in the private sector, but be aware of hidden costs e.g deposits.
- **Insurance:** You will be required to have adequate insurance for your year abroad to cover you for medical expenses and for any activities in which you may want to get involved. Some host institutions, especially those in North America, will require you to purchase the insurance packages that they offer before they will confirm your place and these can be expensive. Please read such insurance policies carefully as they may not insure you for 100% of your costs; this could prove very

expensive if you need medical treatment.

- 'Hidden' expenses: Spending a year abroad will also bring expenses that may initially not be very obvious, e.g. 'settling-in' costs, overseas phone calls, books, and leisure activities. As costs can vary considerably in each country, it is very important that you look at the websites of the relevant partner institutions for further information and guidelines on how much money you may need.

IMPORTANT - Costs involved in studying abroad in Canada, the US and Japan.

Although you pay no tuition fees to partner universities in Canada, the US or Japan, you will be liable for all other costs. This includes the implicit costs of obtaining a Canadian, US or Japanese student visa. Please be aware that if you require a student visa for any of these countries, you will have to show that you have a certain amount of money at your disposal. This amount will vary depending on the institution and you must normally be able to show the amount available to you at the time of application i.e usually in the Spring of the year in which you wish to begin your exchange. Therefore, ensure that you do your research by referring to the relevant partner university and /or embassy websites. This is not money that you must pay to the institution but instead show is available to you in order to be considered for a student visa. US institutions normally accept documents from Student Finance as evidence of funding.

In addition, institutions in North America may require students living on campus to purchase meal plans and as these are paid for in advance it can make the beginning of an exchange in the US or Canada costly.

- *Insurance*

As mentioned above, in most countries, particularly in the US, Australia and Canada, it is mandatory that students have the necessary insurance before they start their studies. Even where insurance cover is not compulsory, it is still important that you have adequate insurance cover for your year abroad. It is essential that this includes medical cover, as medical treatment or hospitalisation can quickly become very expensive. In addition you need an insurance policy that will cover you for repatriation costs. You should also carefully consider insurance for your personal effects and property while abroad, and you will need travel insurance for the journeys you make between the UK and the host country, and for any travel you may do whilst abroad.

- *Employment*

Most countries will allow you to do casual work both during term-time and vacation periods. However, you may not have much time available as you will be registered as a full-time student at your host university and may wish to participate fully in student life overseas. Importantly, rules relating to overseas student employment are often strictly governed by immigration regulations, and your student visa may have restrictions on whether you can work at all, or how many hours you can work during term-time and holidays.

- *Student Visa*

In most cases, students must apply for a student visa after securing a placement with their host university but before they leave for their year abroad. Further information will be provided to you once you have been accepted by your host university. You are advised not to book flights or apply for a visa until your place overseas has been confirmed by both CeDAS and the overseas institution. CeDAS cannot provide advice on obtaining a student visa and you need to use the website of your host country's embassy for information.

For those students who hold a UK Tier 4 student visa, please see Appendix 1 for guidelines on what studying abroad means for you.

6 Studying at your host institution

Upon arrival in your host university, you will be asked to complete the formal registration process. You will be required to abide by the rules and regulations of your host university and it is your responsibility to ensure that you know what is expected from you. Simultaneously, you will be a Royal Holloway student so must also adhere to any relevant rules and regulations.

Many universities abroad have strict attendance requirements and failure to comply with these may result in your marks being withheld by the host university. Please remember at all times that you are representing Royal Holloway, and that your engagement with student life at your host university may have a significant impact on future generations of Royal Holloway exchange students.

At the end of your studies at your host university, please make sure that you have paid all outstanding monies, including utility bills or library fines. Most universities will withhold transcripts from students who have outstanding debts and if a transcript is withheld, this can have significant repercussions for you when you return to Royal Holloway.

7 Returning to Royal Holloway

By the time you return from your year abroad, new students at Royal Holloway will be thinking about joining the International Exchange Programme. Every year we organise related events and you will be invited to share your experiences with new applicants. This will help a new generation of students prepare for their year abroad. An important part of this is the Year Abroad Report which all students on the programme are expected to complete. Your report may be used as part of the promotion of the International Exchange Programme.

The report should be approximately 1,000 words in length (1,500 words for postgraduates) describing your experience of study and life at your host university. It should include information on the challenges you faced and the ways you overcame any difficulties. It should also detail any specific features which you consider useful for staff or future exchange students at Royal Holloway. You may also wish to include information on any additional travel you undertook and any special activities or projects in which you were involved.

The report is not an academic essay and is primarily intended for future generations of students who will be considering whether to study abroad. The deadline to submit your report is the 1 September in the year you re-start your studies at Royal Holloway.

If you have applied for Royal Holloway accommodation within the deadline specified you are prioritised for a place in one of the College's halls of residence on your return from the year abroad. Further details will be provided at the pre-departure briefing referred to above. However, please make sure that you also regularly check the Student Accommodation website.

Guidelines for students who hold a Tier 4 (General) visa or Student Route visa.

Students studying on a Tier 4 (General) or Student Route visa are limited to 5 years of study in the UK at bachelors' level (RQF 6). Postgraduate Research (RQF 8) students must not exceed 8 years of study in the UK at the point they complete their programme. If you are going to study abroad your time outside the UK may count towards your 5 year limit, further information is provided below.

For students completing an integral year abroad

If your year abroad is an integral part of your degree, meaning it counts towards your main degree programme, you should consider the following information:

Your time abroad will count towards your 5 year limit and the College will continue sponsoring you as a student for this period as you continue to complete your main degree programme.

We will inform the UKVI of your placement details whilst you are studying abroad.

Your Tier 4 or Student Route visa conditions and responsibilities remain in place during your integral year abroad and your attendance and engagement with your studies will continue to be monitored for Tier 4/Student Route purposes.

If you applied for the full length of your programme to include the year abroad your visa expiry date should cover the full length of your programme including the year abroad.

If you have changed your programme to include an integral year abroad you will have to make a new visa application to extend your stay in the UK 3 months before your current Tier 4 or Student Route visa expires.

If you have any queries about your Tier 4 or Student Route visa, the 5 year study cap, visa applications or any other visa related query please contact the International Student Support Office at InternationalAdvice@royalholloway.ac.uk or you visit their website at <https://www.royalholloway.ac.uk/studying-here/international-students/support-for-international-students/>